FSC-193-A	11/7/96
SUBJECT:	Upcoming 1997 Plan Meetings - Field Sales Meeting Contents

DISTRIBUTION:

X	AVP	X	KAM	___	DM
X	RSM	X	AM	___	RM
X	RBM	X	Reg.Mil./DF Mgr.	___	MIL
X	ROM	X	AE	___	REP

Materials designed to assist you in preparing for your upcoming 1997 plan meetings will be available November 8, 1996 via "G" drive. Trade Marketing and Sales Planning will provide the contents of the attached Meeting Book Tabs to each region. The text can be retrieved by the Field via "G" drive for each RBM to assemble into meeting books. Each region office will be responsible for:

- Copying all files from the "G" Drive.
- Preparing Meeting Books for their people.
- Determining order of Meeting Tabs for their respective books.
- Developing a "Next Steps" Tab that is appropriate for their region.
- Developing a "Brand Strategies" Tab (if desired) that provides an Overview of Brand Activity from handouts received at our 1997 Business Planning Meeting in Winston-Salem.
- **The Cigarette Tobacco Store Tab will <u>not</u> be available for 1997 Plan Meetings, but will be announced to the Field upon its completion estimated for early January 1997.**

To select Meeting Tab contents from the "G" drive, it is important to note that <u>all</u> information is "**<u>Read Only.</u>**" Please follow the steps outlined below to access the necessary information:

1. Your computer must be connected to our Network LAN server.
2. Access Windows *File Manager* from Program Manager.
3. Select ***G:_SALES_97PLANS*** so that the *_97PLANS* folder is highlighted. Drag the highlighted *_97PLANS* folder to your "*C:*" drive button and release the mouse button. All directories and files will now be copied to your hard drive as a *C:_97PLANS* directory.

<u>DO NOT OPEN, EDIT OR PRINT FROM THE "G" DRIVE</u> <u>as these functions should now be performed from your "*C:*" drive.</u>

Please note the following chart that is provided as a checklist and directory for content provided from Winston-Salem. Thank you for your support and cooperation in assimilating the necessary materials for your upcoming Field meetings.

Program Contacts:	<u>Meeting Content</u>:	Rich Pettorini, extension #1052
		Bill Duffy, extension #5776
		John Boehm, extension #2040
		Scott Steen, extension #7149
		Dick Luongo, extension #6110
	<u>"G" Drive Issues</u>:	Jack Borgen, extension #0737
		Diane Faust, extension #7596
		Marc Kruth, extension #0688

1240-3
1242-4

4 - 4
NCWGO - 1
DORR - 2
SHOW - 2

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